



UNIVERSITI TEKNOLOGI MARA SARAWAK

D'LADYBIRDS HOUSE OF CHILDREN

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The name of our company is D'Ladybirds House of Children. Our business is in the form of a child education which consists of four members. Each partner contributes certain amount of capital as agreed in the partnership agreement. The main business activity is to provide an early education in which the child develops a foundation for a lifetime of creative learning.

All members are entitled to participate in the business management. We have reached an agreement to entitle that Miss Nazatul Fazirah Binti Mori will act as our General Manager and she also act Operation Manager, Miss Nuryenny Binti Hj. Talip as the Administrative Manager, Madam Kelly ak Unsers acts as the Financial Manager and Madam Roslind ak Berandi as the Marketing Manager. The selection of the General Manager is based upon the consensus among the partners and is selected based on the experience, skills and ability.

The management team will be headed by the General Manager and assisted by the other managers. The General Manager is responsible in planning, leading, controlling and organizing the business. The Administration Manager is responsible for all administrative jobs such as planning and arranging the remuneration schedule of salaries and wages. The Operation Manager is responsible for the operation and will be supervising and coordinating the operation of the business. The Financial Manager will handle all financial matters such as preparing the budget and financial statements for the expenses of each departments and controlling the money flow of the organization.

Lastly, the Marketing Manager will be responsible to create the marketing plan, identifying customers' needs and demands, identifying the competitors, the target market and the market size and forecasting the future market.

Kindergarten is a form of education for young children that serves as a transition from home to the commencement of more formal schooling. Another definition, which overlaps with early childhood education and preschool, is education for pre- and emergent-literate children before the age of 6 or 7. Children are taught to develop basic skills and knowledge through creative play and social interaction, as well as sometimes formal lessons. They like to create with blocks and listen to and act out stories. Children usually attend kindergarten any time between the ages of two and seven years, depending on the local custom. Kindergarten is the word often restricted in use to describe the first year of education, or primary school. In some of these countries it is compulsory, that is parents must send children to their kindergarten year (generally, at age 4). In the United States, many states widely offer a free kindergarten year to children of five to six years of age, but do not make it compulsory, while other states require all five-year-olds to enrol.

Children attend kindergarten to learn to communicate, play, and interact with others appropriately. A teacher provides various materials and activities to motivate these children to learn the language and vocabulary of reading, mathematics, and science, as well as that of music, art, and social behaviors. For children who previously have spent most of their time at home, kindergarten may serve the purpose of helping them adjust to being apart from their parents without anxiety. It may be their first opportunity to play and interact with a consistent group of children on a regular basis. Kindergarten may also allow mothers, fathers, or other caregivers to go back to part-time or full-time employment. Besides that, Kindergarten social studies integrate well with art, literature, and drama. Rather than teaching social studies skills in isolation, reinforce them as children participate in hands on activities. Social studies skills develop naturally through play, dramatizations, role playing, and fieldtrips and through the study of themes. Most kindergarten children enjoy making pictures and maps or models with plasticine or other modeling compounds.